

JOB DESCRIPTION

JOB TITLE: Nurse Administrator

GRADE: 24

JOB CODE: 2003

EST. DATE: 7-1-06

GENERAL FUNCTION: Responsible for management functions, such as planning, directing and organizing several programs provided by the local health department serving a multi-county or other geographic area. Requires the independent application of experienced judgment and skills. All activities are carried out under general supervision of the Director of Nurses, Public Health Director or designee in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), and other relevant federal, state, and local guidelines. Coordinates the local health department's programs of nursing services. Supervises nurses and other staff as assigned. Provides performance evaluations for the Supervisor I and II nurses and other nurses as directed. Limited amount of time is spent in direct client care due to the high percentage of time spent in management activities.

COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:

Provides basic nursing care to the client on a very limited basis, as needed. Practice is consistent with the PHPR, Nursing Scope and Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.
2. Identifies relevant and appropriate data and information sources.
3. Identifies health risks and implements risk reduction strategies for self and others.
4. Reports incidents according to proper procedures.
5. Refers to Director of Nurses as needed.
6. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
7. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance
8. Uses the PHPR as a reference guide.
9. Utilizes considerable awareness of community assets and available resources when assisting with making appropriate referrals and outreach.
10. Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines

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Provides overall management and guidance to the nursing programs for specifically assigned area/s.

1. Serves as an expert nursing resource person, providing technical assistance to nurses in the delivery of nursing care.
2. Interprets and facilitates programmatic policies and protocols to ensure uniform delivery of nursing services according to the PHPR, AR and other agency, local and state guidelines.
3. Actively participates in policy development.
4. Assures that agency and staff have needed equipment and information in order to comply with assigned area's rules and guidelines.
5. Maintains an environment of trust, fairness, consistency and confidentiality with diverse staff members and with other client/family members.
6. Anticipates potential problem situations and intervenes to offset any adverse impact. Conveys specific problems to the Director of Nurses or Public Health Director.
7. Provides advice, counsel and instruction to supervisors and other nursing or supportive staff members on both work and administrative matters pertaining to assigned area.
8. Assigns and oversees activities of the Supervisor I and II nurses.
9. Performs performance evaluations of the Supervisor I and II nurses, as well as other assigned nursing staff.
10. Prepares formal performance reports, as indicated, for local and state agencies.
11. Assures adequate coverage of services through implementation of organizational and/or staffing changes.

Actively participates in quality assurance and utilization reviews.

1. Supervises staff training in nursing technique and procedures
2. Gathers information either directly by observation or indirectly through reports in order to evaluate compliance with assigned area's rules and guidelines and ensures quality of care of services.
3. Ensures agency compliance with federal and state rules and regulations including compliance with safety and infection control policies and procedures.
4. Collects statistical data and prepares comprehensive reports regarding health services or program activities.
5. Evaluates data and develops plans for improvement of services and makes recommendations to appropriate management and supervisory staff.
6. Develops and maintains clinic or program records.
7. Participates in utilization care conferences, billing audits and quarterly record reviews.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses appropriate communication strategies to effect positive client care outcomes.
2. Listens to others and shares knowledge in a non-judgmental manner.
3. Communicates or disseminates information to staff by informal or formal means.
4. Communicates information, concerns or problems to the Director of Nurses, Public Health Administrator or Public Health Director, as needed, regarding assigned area/s.

When indicated and as needed, develops and conducts educational counseling and teaching activities either formally or informally.

1. Provides current and up to date information regarding assigned area to agency employees.
2. Utilizes selected educational methods and materials that are appropriate to language, reading level and needs.
3. Periodically evaluates teaching plan(s) based on the staff's level of compliance with the assigned area.
4. Identifies and participates in planning and implementation of education activities.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.
5. Represents the agency, as requested, for Board of Health, state and regional meetings.
6. Assists in budget preparation and monitors revenues and expenditures, as appropriate or according to program requirements.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities and completes required training as soon as feasible.
3. Provides for clinical experiences for nursing students and for new Local Health Nurses.

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4. Develops and implements plans for continuing education and in-service training of appropriate staff.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

SUPERVISION RECEIVED: Receives policy direction from the Director of Nurses and/or the Public Health Director.

SUPERVISION EXERCISED: Provides direct supervision of the nurse supervisors. Provides indirect supervision of other nurses, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

JOB SPECIFICATIONS:

Knowledge:

- Extensive knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Knowledge of basic management and public administration principles and practices.
- Good knowledge of methods of assessing the type and amount of nursing care provided and the performance of nursing staff members.
- Extensive level of knowledge of community resources available to clients.
- Knowledge of the purpose and role of public health nursing and core public health functions within a health care system.

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Skills:

- High level of skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- High level of skill in utilizing appropriate oral and written communication with clients, nurses and other agency staff regarding multiple aspects of the assigned area.
- High level of skill in managing work-related activities
- Moderate level of skill in assessing staffing and equipment needs.

Abilities:

- Considerable ability to establish, interpret and implement policies, procedures and treatment plans in accordance with program/agency standards.
- Ability to assess type and amount of nursing services required, selecting priorities, planning schedules and assigning tasks.
- Ability to evaluate quality of nursing care and the performance of staff.
- Ability to interview and counsel clients.
- Ability to develop cooperative working relationships with agency staff and other service providers.
- Ability to compile agency information into appropriate reports, as indicated.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Current active Registered Nurse license from the Kentucky Board of Nursing.

Bachelor of Science in Nursing (BSN) or an ADN with a Bachelor's Degree in a related field from an accredited university or college; and
Four (4) years nursing experience in the LHD with one (1) year of supervisory experience.

OR

Current active Registered Nurse license from the Kentucky Board of Nursing.

Associate degree or diploma from an accredited university, college or school of nursing (ADN). Five (5) years nursing experience in the Local Health Department (LHD) with one (1) year of supervisory experience

Note: Masters of Science in Nursing (MSN) or Masters in Public Health (MPH) may substitute for one (1) year of experience.

Note: Nurse Administrator having primary responsibilities working with Public Health Nurses (PHNs) must have BSN or higher.

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NOTE: To replace Community Health Nursing Administrator (2010) by 7-1-07. Title Change, Grade Increase, and change in minimums.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.